

## Application for Extended Leave –Travel

PARTS A, B and C are to be completed by the student’s parent for travel of 5 days or greater and returned to the principal.

NOTE: *Apply early and speak with the class / subject teacher to obtain work that will be missed while the student is away.*

### PART A: STUDENT DETAILS

Please complete table with details of all students at this school associated with the period of travel.

| FAMILY NAME | GIVEN NAME | AGE | GRADE |
|-------------|------------|-----|-------|
|             |            |     |       |
|             |            |     |       |
|             |            |     |       |
|             |            |     |       |
|             |            |     |       |
|             |            |     |       |

Student address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Dates of extended leave applied for: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Number of school days: \_\_\_\_\_

Reason for travel (including why this travel is occurring in school time):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relevant travel documentation such as an e-ticket or itinerary (in the case of non-flight bound travel within Australia only) must be attached to this application.

**PART B: DETAILS OF PRIOR EXEMPTIONS/ EXTENDED LEAVE – TRAVEL (if**

Have you applied for Extended Leave – Travel this year? (Please tick): Yes  No

Number of school days: \_\_\_\_\_

**PART C: PARENT DETAILS**

Family name: \_\_\_\_\_

Given Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Relationship to child(ren): \_\_\_\_\_

As the parent and applicant, I hereby apply for a Certificate of Extended Leave - Travel and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.

I understand that if the application is accepted:

- I am responsible for his/her supervision during the period of extended leave
- The provided period of extended leave is limited to the period indicated
- The provided period of extended leave is subject to the conditions listed on the Certificate of Extended Leave - Travel
- The period of extended leave will count towards my child's absences from school.

I declare the information provided in this application is, to the best of my knowledge and belief, accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the Application for Extended Leave - Travel may result in the provided period of extended leave being cancelled.

Signature of parent/s: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Office Use Only

Application for Extended Leave – Travel approved: Yes  No

Certificate prepared: Yes  No  Date: \_\_ / \_\_ / \_\_

Edumate noted: Yes  No  Date: \_\_ / \_\_ / \_\_

Teachers emailed: Yes  No  Date: \_\_ / \_\_ / \_\_